

State of Hawaii
Department of Public Safety
Correction Program Services Division
Education Program

Request for Proposals

RFP No.: PSD 10-CPSE-23
Transitional Services for Young
Offenders Detained at the
Oahu Community Correctional Center

Date Issued: **April 8, 2010**

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

April 8, 2010

REQUEST FOR PROPOSALS

TRANSITIONAL SERVICES FOR YOUNG OFFENDERS DETAINED AT THE OAHU COMMUNITY CORRECTIONAL CENTER RFP No. PSD 10-CPSE-23

The Department of Public Safety, Correction Program Services Division, Education Services, is requesting proposals from qualified applicants to provide Transitional Services for Young Offenders Detained at the Oahu Community Correctional Center. The contract term will be from July 1, 2010 through June 30, 2012 with the option to extend for another two-year period, subject to the availability of funds beyond June 30, 2010 and prior written mutual consent. The funding for this two-year contract shall not exceed \$100,000.00

The goal of these services are to provide every eligible young offenders the opportunity to engage in education and employment at release from detention

Proposals shall be mailed, postmarked by the United States Postal Service on or before May 10, 2010, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on May 10, 2010, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Corrections Program Services, Education Unit will conduct a non-mandatory pre-proposal meeting on April 13, 2010 from 10:00 am to 11:00 am HST at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii. All prospective applicants are encouraged to attend this meeting.

The deadline for submission of written questions is 4:30 p.m., HST, on April 21, 2010. All written questions will receive a written response from the State on or about April 26, 2010.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Marc Yamamoto in writing to facsimile 808-587-1244 or e-mail:
marc.s.yamamoto@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 4

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 10, 2010** and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

Department of Public Safety
Administrative Services Office – Purchasing and Contracts
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

RFP COORDINATOR

Marc S. Yamamoto
telephone: 808-587-1215
facsimile: 808-587-1244
email:
marc.s.yamamoto@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 10, 2010**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **May 10, 2010**.

RFP Table of Contents

Section 1 Administrative Overview

I.	Procurement Timetable.....	1-1
II.	Website Reference.....	1-2
III.	Authority.....	1-2
IV.	RFP Organization.....	1-3
V.	Contracting Office	1-3
VI.	Orientation	1-3
VII.	Submission of Questions	1-4
VIII.	Submission of Proposals.....	1-4
IX.	Discussions with Applicants	1-6
X.	Opening of Proposals.....	1-7
XI.	Additional Materials and Documentation.....	1-7
XII.	RFP Amendments.....	1-7
XIII.	Final Revised Proposals	1-7
XIV.	Cancellation of Request for Proposals	1-7
XV.	Costs for Proposal Preparation	1-8
XVI.	Provider Participation in Planning	1-8
XVII.	Rejection of Proposals	1-8
XVIII.	Notice of Award.....	1-8
XIX.	Protests.....	1-9
XX.	Availability of Funds	1-9
XXI.	General and Special Conditions of the Contract	1-10
XXII.	Liability Insurance	1-10
XXIII.	Cost Principles	1-11

Section 2 - Service Specifications

I.	Introduction	
A.	Overview, Purpose or Need	2-1
B.	Planning activities conducted in preparation for this RFP	2-1
C.	Description of the Goals of the Service	2-1
D.	Description of the Target Population to be Served.....	2-1
E.	Geographic Coverage of Service	2-1
F.	Probable Funding Amounts, Source, and Period of Availability	2-1
II.	General Requirements	2-2
A.	Specific Qualifications or Requirements.....	2-2
B.	Secondary Purchaser Participation.....	2-2
C.	Multiple or Alternate Proposals	2-2
D.	Single or Multiple Contracts to be Awarded	2-2
E.	Single or Multi-Term Contracts to be Awarded.....	2-3
F.	RFP Contact Person	2-3

III.	Scope of Work.....	2-3
A.	Service Activities	2-3
B.	Management Requirements	2-3
C.	Facilities	2-4
IV.	Compensation and Method of Payment	2-5

Section 3 - Proposal Application Instructions

	General Instructions for Completing Applications	3-1
I.	Program Overview	3-2
II.	Experience and Capability	3-2
A.	Necessary Skills.....	3-2
B.	Experience	3-2
C.	Quality Assurance and Evaluation	3-2
D.	Coordination of Services	3-2
E.	Facilities	3-2
III.	Project Organization and Staffing.....	3-2
A.	Staffing	3-3
B.	Project Organization	3-3
IV.	Service Delivery	3-3
V.	Financial.....	3-4
A.	Pricing Structure	3-4
B.	Other Financial Related Materials.....	3-4
VI.	Other	3-5
A.	Litigation	3-5

Section 4 – Proposal Evaluation

I.	Introduction	4-1
II.	Evaluation Process	4-1
III.	Evaluation Criteria.....	4-2
A.	Phase 1 – Evaluation of Proposal Requirements	4-2
B.	Phase 2 – Evaluation of Proposal Application	4-2
C.	Phase 3 – Recommendation for Award	4-5

Section 5 – Attachments

Attachment A.	Competitive Proposal Application Checklist
Attachment B.	Sample Proposal Table of Contents

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	April 8, 2010
Distribution of RFP	April 8, 2010
RFP orientation session	April 13, 2010
Closing date for submission of written questions for written responses	April 21, 2010
State purchasing agency's response to applicants' written questions	April 26, 2010
Discussions with applicant prior to proposal submittal deadline (optional)	April 27 – 28, 2010
Proposal submittal deadline	May 10, 2010
Discussions with applicant after proposal submittal deadline (optional)	June 7, 2010
Final revised proposals (optional)	June 9, 2010
Proposal evaluation period	May 11 – June 14, 2010
Provider selection	June 15, 2010
Notice of statement of findings and decision	June 21, 2010
Contract start date	July 1, 2010

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

For	Click
1 Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2 RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4 Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5 Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6 Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Contract Template – General Conditions"
7 Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	http://hawaii.gov/tax/ click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
11 Campaign Spending Commission	http://hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Public Safety
Corrections Program Services, Education Program
919 Ala Moana Boulevard, Room 405
Honolulu, Hawaii 96814

Contract Administrator: Ms. Maureen Tito
Telephone: (808) 587-1279

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	<u>April 13, 2010</u>	Time:	<u>10:00 am to 11:00 am HST</u>
Location:	<u>919 Ala Moana Boulevard, Room 413</u> <u>Honolulu, Hawaii</u>		

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation,

but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: April 21, 2010 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: April 26, 2010

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.

C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant

submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)

- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
 - **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)

- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section's part II. Website Reference for HCE's website address.

- G. **Campaign Contributions by State and County Contractors.** Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)

- H. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- I. **Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.
- J. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or
 - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 - If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Faxed or electronically transmitted proposals shall not be accepted.

IX. Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably

susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's

release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Mr. Clayton A. Frank	Name: Ms. Patricia J. Snyder, Ph.D.
Title: Director	Title: Business Management Officer
Mailing Address: 919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814
Business Address: Same as above	Business Address: Same as above.

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Liability Insurance

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (occurrence form)	\$2,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile, if applicable	Bodily injury \$1,000,000/person \$1,000,000/occurrence Property damage \$1,000,000/accident
Professional Liability, if applicable	\$1,000,000/claim \$2,000,000 annual aggregate

Each insurance policy required by this contract shall contain the following clauses:

1. *"The insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Public Safety, PPB Office, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814."*
2. *"The State of Hawaii, Department of Public Safety, is added as an additional insured as respects to operations performed for the State of Hawaii."*
3. *"It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Department Coordinator to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

XXIII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The purpose of this program is to address transition needs of young offenders less than twenty-two years of age under the Title 1 Neglected and Delinquent Program detained at Oahu Community Correctional Center. These young offenders have the potential to be released into the community through either electronic monitoring, supervised release or sentenced to probation. Young offenders begin their academic courses of study toward the GED while detained at Oahu Community Correctional Center. This program addresses the psychosocial needs of young offenders during and post detention.

Young offenders released on supervision or probation are left to manage their lives with little or no preparation or guidance. This program is to provide a comprehensive transition program that begins during detention and continues upon release. The program supports the young offenders to complete their educational courses toward the GED, motivates them to complete substance abuse treatment, through continuing educational courses, mentoring to assist them with independent living skills and finally, provide support in gaining and retaining employment.

The contractor is expected to begin working with the young offenders at the point of detention at Oahu Community Correctional Center and coordinate continuing transitional services with Intake Services, Probation and the District Court of the First Circuit once the offender is adjudicated or released under supervision.

B. Planning activities conducted in preparation for this RFP

A request for information was issued on March 1, 2010, with an orientation meeting on March 10, 2010. The meeting was attended by two vendors with no written inquiries submitted by the March 15, 2010 deadline.

C. Description of the goals of the service

To provide every eligible young offenders the opportunity to engage in education and employment at release from detention.

D. Description of the target population to be served

The target population is young offenders less than twenty-two years of age under the Title 1 Neglected and Delinquent Program detained at Oahu

Community Correctional Center. These young offenders have the potential to be released into the community through either electronic monitoring, supervised release or sentenced to probation.

E. Geographic coverage of service

Services shall be rendered on the island of Oahu

F. Probable funding amounts, source, and period of availability

Funding available is \$100,000 for two years. Contract may be renewed for an additional two years pending availability of federal funds.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The organization or individual shall be licensed to perform counseling and job development services within the State of Hawaii.

B. Secondary purchaser participation

(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None.

C. Multiple or alternate proposals

(Refer to HAR Section 3-143-605)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to HAR Section 3-143-206)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards: Not applicable.

E. Single or multi-term contracts to be awarded

(Refer to HAR Section 3-149-302)

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: 2Years

Length of each extension: 2 Years

Number of possible extensions: one

Maximum length of contract: Four Years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension:

Extension, if any, is subject to prior written mutual consent, and the availability of funds.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP contract person: Marc Yamamoto

Address: Department of Public Safety

Administrative Services Office – Procurement and Contracts

919 Ala Moana Boulevard, Room 413

Honolulu, Hawaii 96814

Facsimile: (808) 587-1244

e-mail Address: marc.s.yamamoto@hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Proposal Outline: RFP Title 1 Program

Overview: the purpose of this program is to address transition needs of young offenders less than twenty-two years of age under the Title 1 Neglected and Delinquent Program detained at Oahu Community Correctional Center and have the potential to be released into the community through either electronic monitoring, supervised release, sentenced to probation, or released having completed their term of sentence. Young offenders begin their academic courses of study toward the GED while detained at Oahu Community Correctional Center. This program addresses the psychosocial needs of young offenders during and post detention.

Young offenders released on supervision or probation is left to manage their lives with little or no preparation or guidance. This program is to provide a comprehensive transition program that begins during detention and continues

upon release. The program supports the young offenders to complete their educational courses toward the GED, motivates them to complete substance abuse treatment through continuing educational courses, mentoring to assist them with independent living skills and provide support in gaining and retaining employment.

The contractor is expected to begin working with the young offenders at the point of detention at OCCC and coordinate continuing transitional services with Intake Services, Probation and the District Court of the First Circuit once the offender is adjudicated or released under supervision.

Detention Program:

The Department of Public Safety shall assess and determine eligible young offenders (male and female) for placement in the program. The contractor shall provide a series of courses each course must be modularized and independent of the other. There are three areas of focus, cognitive behavioral courses, pre-treatment motivational courses and Life skills courses. Courses should be inter related and reinforce the inter relationships between behavior, beliefs, addiction and anti verses pro-social choices.

Cognitive Behavioral Program: Duration: 4-8 hrs. Per module

Program addresses adolescent and young adult values, beliefs and behaviors (impulse control, peer pressure, trauma, loss and grieving, anger, stress) of young offenders. This series of modularized courses focuses on the psycho-emotional issues that when left unaddressed manifest in criminal and or addictive behaviors.

Applicant shall provide a series of evidence based cognitive behavioral course modules that address issues including but not limited to: childhood trauma (abandonment, abuse and death), grief, impulse control, peer pressure, power and control within family units (emotional and physical), sexual abuse, girlfriend/boyfriend relationships, anger, stress.

Pre-Treatment Motivational Program: Duration: 10-12 hrs.

This is a pre-substance abuse treatment program focused on motivating young offenders and preparing them for intensive outpatient or residential treatment programs.

Applicant shall provide a series of course modules that address the cause and effect of chemical and alcohol abuse. Course modules are designed to motivate young adults and prepare them for in-patient or outpatient treatment programs as ordered by the courts or as a condition of probation.

Independent Living Skills: Duration: 2-6 hours per module

Applicant shall provide a series of course modules focused on independent living skills for adolescent and young adults who will be living on their own

once they are released from custody. Courses shall include modules on career and employment health and nutrition (including shopping for healthy nutritious food and cooking demonstrations on simple preparations), exercise, personal hygiene, time management, establishing new friendships, spirituality, and money management (budgeting, investing, insurance, credit cards,), continuing education (GED and or college/vocational training)

Transition /Post Release Program:

The Applicant shall provide follow up services to young offenders released under supervision and awaiting trial or adjudicated and remanded to probation for supervision until the client receives a GED or reaches their 22nd birthday. Applicant shall have 90 days from the date the client becomes ineligible place the client with agencies or programs for continuing services as appropriate.

Applicant is to assign an adult mentor to each client. Mentors shall be of good character, no criminal convictions and able to be a positive support in the young clients transition

Continuing Education: Duration: Until GED is awarded or client reaches age 22 yrs.

Academic Course: The Applicant is expected to assist the young offenders in completing the GED course of study at a local community school for adults or community-based organization authorized by the Department of Education to provide GED instruction.

Independent Living Skills: Duration: Until completed or 90 days beyond GED. The Applicant shall continue the independent living courses in an accessible community based setting.

Employment/job training: Duration: Until client is employed, placed in a training program or 90 days beyond GED

Applicant shall provide pre-employment counseling and job development and placement services for each client. Clients who require job-training skills prior to job placement shall be referred to the appropriate job-training program at the local community college or accredited technical training organization.

Referral Services and Support: Duration: on-going

Applicant shall provide mentoring and support services for young offenders. In some cases the Applicant may be required to make referrals and follow up for support services shall include but not limited to: housing, medical insurance, welfare assistance, child care, continuing education, and other social welfare needs.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel: All personnel shall possess at minimum a Bachelorette Degree in social work, counseling, education, human services, addiction counseling or related fields.
2. Personnel shall be properly licensed to practice in their field of specialization in the state of Hawaii. Personnel shall have a minimum of two years experience in working with adjudicated youth.

3. Administrative

The chief administrator or designee shall possess a minimum of five years experience in supervising a team of individuals involved in working with youth and adults in crisis. A minimum of three years in work directly related to adjudicated youth and adult offenders.

4. Quality assurance and evaluation specifications

Personnel shall be familiar with evidence based programming including motivational interviewing and individual counseling. The applicant shall provide evidence of on-going training in evidence-based programming and ensure that personnel and the program outcomes are evaluated based on data driven outcomes.

5. Output and performance/outcome measurements

Performance measure shall utilize quantifiable data elements. There must be at least one objective that addresses program completion, one for knowledge and skill attainment including GED completion, two for employment skill training, two for job development and retention.

6. Experience

Applicant shall have a minimum of five years experience in working with at risk adults, and three of those years must be directed to services to adjudicated youth and or adult offenders.

7. Coordination of services

Applicant is expected to demonstrate how services will be coordinated between the Department of Public Safety's Education and Intake services, Hawaii Court of the First circuit, adult probation and community based agencies.

8. Reporting requirements for program and fiscal data

The applicant shall provide quarterly reports to the Education Program Services. Reports must articulate the performance objectives listed under # 6.

C. Facilities

The applicant is expected to provide services to eligible offenders housed at the Oahu Community Correctional Center and continue services once the youth is released from detention until the youth reaches his 21st birthday or graduates with a high school diploma.

IV. COMPENSATION AND METHOD OF PAYMENT

Compensation shall be based on a Unit of Service Rate. Invoices shall include a detailed report of each youth served and the services provided.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services

Applicants should have a minimum of five years continuous experience in working with adjudicated youth in the areas of academic and vocational counseling, cognitive behavioral coaching or similar approaches to behavioral change, trauma and crisis counseling and mentoring.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<i>Administrative Requirements</i>		
<i>Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	30 points	
Project Organization and Staffing	20 points	
Service Delivery	40 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS	100	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

**B. Phase 2 - Evaluation of Proposal Application
(100 Points)**

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (30 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. 5
- Demonstrated ability to coordinate and communicate in a multi-disciplinary team approach to provide targeted services to young adult offenders 5

B. Experience

- Demonstrated experience in working with adjudicated youth, Family Court, adult and juvenile probation, adult corrections 5

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. 5
- Address the specific needs of young adult offenders 2

D. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community. 5
- Demonstrated capability to work with adult probation and courts 2

E. Facilities

- Adequacy of facilities relative to the proposed services. 1

2. Project Organization and Staffing (20 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 4
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 4
- Licensed in the field of social work, addiction counseling, mental health, counseling 4
- Experience in working with young adults in crisis 2

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 4
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 2

3. Service Delivery (40 Points)

- Services are comprehensive and involve a multi-disciplinary approach 2
- Service are evidence based with well articulated goals and outcomes 10
- A clear cut strategy to address motivational concerns of young adult offenders is evident 4
- There is a well developed plan for documenting client follow through 2
- Service delivery describes how services, one on one

face time with client, program completions specifically GED, substance abuse, mental health or other will be documented	<hr/>
	10
• A description of how the use of technology will be integrated into the service delivery	<hr/>
	2
• There is a detailed description of the performance objectives and evaluation method the applicant intends to use	<hr/>
	10

5. **Financial (10 Points)**

Pricing structure based on negotiated unit of service rate

Competitiveness and reasonableness of unit of service.

- Adequacy of accounting system.

C. **Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Certificate of Insurance				

Authorized Signature

Date

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing	7
1.	Proposed Staffing	7
2.	Staff Qualifications	9
B.	Project Organization.....	10
1.	Supervision and Training	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal SPO-H-205 Proposal Budget SPO-H-206A Budget Justification - Personnel: Salaries & Wages SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits SPO-H-206C Budget Justification - Travel: Interisland SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials Financial Audit for fiscal year ended June 30, 1996	
C.	Organization Chart Program Organization-wide	
D.	Performance and Output Measurement Tables Table A Table B Table C	
E.	Program Specific Requirement	